

CONFIDENTIAL

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Chief, Technical Services Division

Director of Logistics

Fiscal Year 1965 Programming

REFERENCE: DD/S Administrative Instruction No. 64-13, same Subject

1. The referenced memorandum requests that action be taken to improve procurement management by phasing procurement actions to avoid the end-year buildup and uneven distribution of workload on the Office of Logistics that has been experienced in past years. To accomplish this, I am requesting Agency components concerned to provide us with planning data for the third and fourth quarters of Fiscal Year 1965.

25X1 2. The specific type of information which will assist in this program is set forth in the Procurement Handbook, Chapter II, 11a. Unfortunately, we did not have the benefit of this information in the first and second quarters, but we would appreciate receiving that covering the remainder of the fiscal year by the end of this month. Our representative, 25X1 [redacted] will be available for consultation in this program.

3. A continuing objective of procurement management is the need to increase the workload in the first two quarters of the fiscal year to achieve a more constant work flow. In further response to reference above, I am urging all components to begin procurement planning for Fiscal Year 1966. While complete scheduling may not be possible at this time, data covering at least the first two quarters would be extremely valuable if received by the Procurement Division prior to the start of the new fiscal year.

25X1 [redacted]
ALAN M. WARFIELD

Attachment:
Reference

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